

DEADLINE IS
January 15, 2007!



Washington
Secretary of State
SAM REED

Help America Vote Act Grant Guidelines and Application

The Office of Secretary of State (OSOS) invites Washington County Auditors to apply for grant funds under the Help America Vote Act of 2002 (HAVA). Grant funds are available for fundamental improvements to the administration of elections. \$4 million dollars is available in this final competitive grant cycle.

This is the last opportunity for county auditors to apply for HAVA funding. Each grant approved under this application will be added to the existing master grant agreement as an amendment. The application for grant funds begins on page 4 of this application.

Funding Source

The Help America Vote Act of 2002 was passed by Congress in response to issues raised in the 2000 Presidential election. The state of Washington received \$62.3 million in federal and state funds for the purpose of implementing HAVA.

The State of Washington has developed and filed a state plan addressing implementation of HAVA. That plan is available at :
http://www.secstate.wa.gov/elections/reform_federal.aspx.

Application Process

Applications submitted by the deadline of January 15, 2007 will be reviewed as follows:

1. Applications will go through an initial review by the Internal HAVA Workgroup made up of OSOS Elections Division Staff. The Workgroup will score each application based on criteria included in this application, and develop funding recommendations for the HAVA Grant Advisory Board.
2. The HAVA Grant Advisory Board will review the Workgroup recommendations.
3. The HAVA Grant Advisory Board will develop funding recommendations that will be forwarded to the Secretary of State for final approval.
4. Grant applicants will be notified in writing of the funding decision.

Original, signed applications and attachments can be mailed or faxed to:

Lori Guerrero, HAVA Coordinator
Office of Secretary of State
Legislative Building
PO Box 40220
Olympia, WA 98504-0220
Fax: 360-586-5629

Funding Priorities

At the recommendation of the HAVA Grant Advisory Board, the OSOS has developed the following list of funding priorities.

1. The need is a fundamental improvement to the administration of elections.
2. The county has not received previous Priority 2 funding.
3. The county is applying for funds to develop a local voters pamphlet for the first time.
4. The application contains an improvement to the administration of elections that will benefit other counties in the state.
5. The application includes documentation that supports that costs are reasonable.

Partial Funding

The HAVA Grant Advisory Board and the Office of Secretary of State reserve the right to partially fund grant requests.

Evaluation and Scoring Criteria

The HAVA Workgroup will use the following scoring criteria to evaluate applications:

Category	Evaluation Criteria	Points Possible (100)
Fundamental Election Improvement	Does the county grant request describe a need that is fundamental to the administration of elections?	40
Priority Two Funding	Did the County receive any priority two funding in previous grant cycles? If yes, was it substantial?	25

Local Voters Pamphlet	Does the county grant request include funds to develop, for the first time, a local voters' pamphlet?	20
Statewide benefits	Does the application contain an improvement to the election process that will benefit other counties in the State?	10
Budget	Did the applicant's budget include reasonable costs?	5

Application Checklist

Submit the following application items to ensure that your application is complete:

- County Contact Information
- Narrative
- Budget Spreadsheet
- Budget Narrative and Justification



Grant Applications will not be accepted after 5pm on January 31, 2007. Applications must be received in the Office of Secretary of State at the address included on page two by postal mail or fax.

Help America Vote Act Application for Funding

1. COUNTY CONTACT INFORMATION AND APPROVAL

County Name:	Date:
HAVA Contract Number:	
Contact Name:	Contact Phone Number:
Total Amount Requested:	
Grant Title:	
<hr/> <p>Signature of Authorized Official: <i>I certify to the best of my ability that the information provided in this application is true and accurate.</i></p>	

2. NARRATIVE

2.1. Grant Abstract and Summary - Please provide a brief abstract or summary (one to two paragraphs) of the grant application. Include how the money will be spent and exactly what will be purchased or accomplished.

2.2. **Need** - Please clearly describe the need in your county and how the approval of these grant funds will help meet that need.

2.3. Improvement to the Fundamental Administration of Elections - Please clearly describe how the grant funds will be used to provide a fundamental election improvement.

2.4. Impact on County - If this application is not funded, will there be a negative impact on your county's elections process? Please explain.

2.5. Statewide Benefits – Does this grant application include improvements to the election process that will benefit other counties in the state? If so, please explain.

2.6. Alternate Funding Sources - What other funding sources have been considered to cover the costs included in this grant application?

3. BUDGET

3.1. Please include a budget spreadsheet that provides the following information (see the example included in Exhibit A):

- Vendor, if known
- Costs (please include tax, even if your vendor did not)
- Item Description

3.2. In addition to the budget spreadsheet, please include a budget narrative and justification. The budget narrative and justification should provide a narrative and detailed breakdown of the costs. Sometimes only brief explanations are needed. The justification helps the HAVA Grant Advisory Board understand how amounts were derived.

Submit completed applications to: Lori Guerrero, HAVA Coordinator, Office of Secretary of State, PO Box 40220, Legislative Building, Olympia, WA 98504-0220. Applications must be received in the Office of Secretary of State by 5pm on January 15, 2007.

Budget Narrative and Justification Example

- Bobs Big Ballot Counter - \$27,500 – This total includes the cost of 2 counters, at \$12,500 each, plus tax.
- USPS - \$200 – This total includes shipping of 2 counters, from the vendor, to the county. No tax is charged on shipping.
- A cover for the ballot counter – This is the cost for one cloth cover. We expect to have one ballot counter in its case at all times. This cover will be used for the counter that is set up in the County Courthouse.

Budget Spreadsheet Example

Voting Equipment				
Vendor	Cost	Tax 10%	Total Cost	Description
Bobs Voting Machines	\$25,000	\$2,500	\$ 27,500	Bobs Big Ballot Counter
USPS	\$ 200		\$ 200	Shipping
Unknown	\$ 1,000	\$100	\$1,100	Cloth cover for Ballot Counter
			\$ 28,800	Total Request

Include the Vendor name if you have it – otherwise put “unknown”.

Add the tax rate for your county.

Please break items down according to how they will be billed, or how the invoice will read.

Please make sure all numbers add up correctly to the total request.